

Chapter 2

Contract Administration

2.0 Introduction

In support of MDT's Mission Statement, the Maintenance Division participates in contracting maintenance activities. Timeliness, quality, safety, and cost effectiveness are considerations when determining if contracting is appropriate. Maintenance contracts a significant portion of its annual available funding on activities such as:

- Aggregate production
- Maintenance overlays
- Chip seals
- Crack seals
- Paint striping
- Rest area caretaking

Maintenance personnel are often responsible for administering these contracts. Training and support of personnel are important to ensure the contract specifications are being met. When Federal funds are used for Maintenance projects, additional procedures may be required to assure federal aid requirements are met.

2.1 Aggregate Production

Aggregate is generally purchased through the SMP process. Sections are responsible for preparation of the stockpile site prior to the contract. An Engineering Field Project Manager administers the SMP contracts.

2.2 Maintenance Overlays

A Maintenance Supervisor will be assigned as project manager for each project. They are responsible for overseeing the project and assuring all quality control testing is completed. Maintenance Tech's will receive appropriate training to complete quality control testing such as:

- Aggregate gradation testing
- Mat density testing (compaction)
- Observe collection of asphalt samples, label and submit to the Helena Materials lab.
- Hot plant inspection
- Paver operation inspection
- Inspection of traffic control

MDT forces are responsible for project signing and traffic control on most projects. Employees completing inspection duties are responsible for keeping project diaries and records. Area/Helena material labs provide support for material testing and mix designs.

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2.3 Chip Seal Projects

A Maintenance Supervisor will be assigned as project manager for each project. They are responsible for overseeing the project and assuring all quality control testing is completed. Maintenance Techs will receive appropriate training to complete quality control testing such as:

- Aggregate testing
- Observe collection of asphalt samples, label and submit to the Helena Materials lab.
- Chipper/distributor operation inspection
- Inspection of traffic control

Typically projects signing and traffic control are done by the contract. Employees completing inspection duties are responsible for keeping project diaries and records. Area/Helena material labs provide support for material testing and mix designs.

2.4 Crack Seal Projects

A Maintenance Supervisor will be assigned as project manager for each project. They are responsible for overseeing the project and assuring all quality control testing is completed. Maintenance Techs will receive appropriate training to complete quality control inspection such as:

- Inspection of routing and cleaning processes
- Inspection of crack filling process
- Inspection of traffic control
- Collection of material samples if appropriate
- Measurement of cracks filled

Typically projects signing and traffic control are done by the contract. Employees completing inspection duties are responsible for keeping project diaries and records.

2.5 Roadway Striping Projects

A Maintenance Supervisor will be assigned as project manager for each project. They are responsible for overseeing the project and assuring all quality control testing is completed. Maintenance Tech's will receive appropriate training to complete quality control testing such as:

- Equipment calibration
- Material usage quantities
- Retro-reflectivity values
- Traffic control
- Material sampling
- Completed lines striped

Employees completing inspection duties are responsible for keeping project diaries and records.

2.6 Rest Area Contracts

MDT contracts for janitorial, grounds and building maintenance for Rest Area sites throughout the state. The contracts are developed through the Request for Proposal (RFP) process and awarded by the Purchasing Services Bureau.

Maintenance personnel are responsible to administer the contract, complete regular inspections and document caretaker performance. MDT is also responsible for major repairs of the facilities.

2.7 Contracts for other Activities

Many contracts are developed and administered for a variety of activities such as:

- City maintenance (MDT routes)
- Winter snow hauling
- Urban roadway sweeping
- Traffic Signal maintenance
- Luminaire repair and replacement
- Facility janitorial services
- Specialized equipment rentals

MDT Maintenance personnel often have responsibilities in monitoring and administering these contracts. A thorough knowledge of the specific contract language is necessary to meet these requirements.

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